UNITED
NATIONS

LOS

UNITED NATIONS CONVENTION ON THE LAW OF THE SEA

Distr.
GENERAL

LOS/PCN/143
11 August 1994

ORIGINAL: ENGLISH

PREPARATORY COMMISSION FOR THE
INTERNATIONAL SEABED AUTHORITY
AND FOR THE INTERNATIONAL
TRIBUNAL FOR THE LAW OF THE SEA
New York, 1-12 August 1994

DRAFT BUDGET FOR THE FIRST FINANCIAL PERIOD OF THE INTERNATIONAL SEABED AUTHORITY

Recommendations by the Preparatory Commission

I. INTRODUCTION

1. Having considered the "Draft budget for the first financial period of the International Seabed Authority" (LOS/PCN/141), prepared by the Secretariat, the Preparatory Commission decided to recommend to the General Assembly that it approve the draft budget for the Authority only for the period from 16 November 1994 to 31 December 1995 as presented below. In doing so the Preparatory Commission notes that the draft budget is premised on the assumption that the activities of the Authority during the period from 16 November 1994 to 31 December 1995 will relate in large measure to the establishment and the internal administration of the Authority. The Preparatory Commission notes that, in the preparation of a draft budget for 1996, the Secretary-General of the Authority would need to consider the substantive functions of the Authority in relation to the anticipated level of activities in the international seabed Area.

2. The draft budget presented below incorporates a number of revisions to document LOS/PCN/141, which were agreed upon by the Preparatory Commission.

II. ADMINISTRATIVE EXPENSES OF THE AUTHORITY DURING THE PERIOD FROM 16 NOVEMBER 1994 TO 31 DECEMBER 1995

A. Work programme of the Authority during the period from 16 November 1994 to 31 December 1995

1. Conference servicing

3. According to article 308, paragraph 3, of the Convention, the Assembly of the Authority shall meet on the date of entry into force of the Convention (i.e., 16 November 1994) and shall elect the Council of the Authority.

4. Having considered the "Provisional agenda for the first session of the Assembly of the Authority" (LOS/PCN/139) and the "Provisional agenda for the first session of the Council of the Assembly" (LOS/PCN/140), and prepared respectively by the Secretariat, the Preparatory Commission agreed on revised versions of the draft provisional agendas which are to be found in the "Statement of the Chairman to the Plenary" (LOS/PCN/L.115, paras. 19-22).

5. Without prejudice to the decisions that the Assembly of the Authority may take, it is estimated that to accomplish the work specified in the provisional agendas, meeting time of approximately 5 1/2 weeks would be required: (a) 1/2 week for a ceremonial opening session (16-18 November 1994) which would be devoted to formal statements; (b) 3 weeks for an organizational/substantive session (27 February-17 March 1995); and (c) 2 weeks for a resumed session (7-18 August 1995).

2. Secretariat of the Authority

6. The above requirements for the initial work to be accomplished point to very important considerations regarding related work during the start-up period which has to be completed by the Secretariat of the Authority in order for the first functional phase to start in 1996. During this period, in addition to servicing the intergovernmental and expert bodies, the Secretariat of the Authority has to put in place a system of budgeting and financial control, including accounting and internal auditing, a system of financial administration including treasury/payroll matters, a system of personnel recruitment, administration and management, and a system of general administration and management including purchases and procurements, transportation, printing and reproduction, and security matters. It also has to initiate and complete the process of recruitment and procurement so that the first functional phase can start in time. With regard to recruitment and procurement, it is to be noted that the adoption of rules, regulations and procedures concerning the internal administration and financial management of the Authority, including staff regulations and rules, as well as the activation of the requisite internal systems are a sine qua non for recruitment and procurement. Recruitment of qualified international staff also requires a certain length of time. Moreover, the Secretariat of the Authority has to initiate relationships with other international organizations.

B. Estimates of administrative expenses of the Authority for the period from 16 November 1994 to 31 December 1995

1. Conference servicing

7. In accordance with paragraph 5 above, the Assembly of the Authority would hold a ceremonial opening session for three days in November 1994, an organizational/substantive session for three weeks in February-March 1995 and a resumed session for two weeks in August 1995, all at Kingston. It is assumed that interpretation and translation services would be required in Arabic, Chinese, English, French, Russian and Spanish.

8. For the ceremonial opening session, it is estimated that the Assembly of the Authority would require interpretation and other meeting services for six meetings and that there would be three pre-session documents (50 pages), two in-session documents (10 pages) and three post-session documents (50 pages).

9. For the organizational/substantive session, it is estimated that the Assembly and the Council of the Authority would require interpretation and other meeting services for 50 meetings (the Assembly - 2 meetings on each of 15 working days; the Council - 2 meetings on each of 10 working days) and that there would be four pre-session documents (100 pages), four in-session documents (40 pages) and four post-session documents (100 pages).

10. For the resumed session, it is estimated that the Assembly of the Authority, the Council, the Legal and Technical Commission and the Finance Committee would require interpretation in the six languages of the Assembly of the Authority and other meeting services for 40 meetings (two of the four bodies holding two meetings in each of 10 working days) and that there would be three pre-session documents (80 pages), two in-session documents (30 pages) and three post-session documents (80 pages).

11. Based on the above considerations, the full cost of conference servicing is estimated at $1,619,800.

2. Secretariat of the Authority

(a) Staff costs

12. Staff costs would arise in respect of the Secretary-General of the Authority and such staff as the Authority may require. It is estimated that staff at the Professional level and above would be required to perform the substantive scientific and technical tasks and the administrative tasks, as well as the executive direction, management and supervisory tasks. It is also estimated that Local staff would be required to provide support to the staff at the Professional level and above - both substantive and administrative - and assistance in various matters. Local staff would include personal assistants, data/information/library assistants, research assistants, secretaries, receptionists, security officers, manual workers, drivers, and so on.

13. Having considered the staffing requirements contained in document LOS/PCN/141, the Preparatory Commission decided on the following revisions:

(a) After his/her election, the Secretary-General of the Authority (at a level equivalent to under-secretary-general) would initiate the organizational phase of the Secretariat of the Authority in addition to performing some of the functional responsibilities of the Secretariat. For carrying out these tasks in 1995, the following staffing would be provided for: a deputy to the Secretary-General (at a level equivalent to D-2) who would perform the following functions: Secretary to the Assembly, general oversight of conference preparation, oversight of preparation of documents (including electoral documentation), support for the Secretary-General, Interim Director-General of the Enterprise; an Administrative and Finance Officer (at a level equivalent to P-5): Secretary to the Finance Committee, oversight of general administration, financial administration, salary and superannuation matters, supervision of personnel and data and information officers; a Legal Officer (at a level equivalent to P-5): Secretary to the Council and the Legal and Technical Commission, assistance to the Council on the completion of the Headquarters, relationship and privileges and immunities agreements (on the basis of existing drafts), advice on employment contracts, supervision of the Resolution II and Rules, Regulations and Procedures Officer (RII RRP Officer); Resolution II and Rules, Regulations and Procedures Officer (RII RRP Officer) (at a level equivalent to P-2): assistance to the Council and the Legal and Technical Commission in preparation of documentation relating to implementation of resolution II, rules, regulations and procedures necessary for the conduct of activities in the Area as they progress (based on existing drafts) and applications for approval of plans of work (if any); a Personnel Officer (at a level equivalent to P-2): general staff matters, recruitment, office and travel administration. In addition to the Professional officers described above, 17 General Service employees would be distributed in accordance with the organizational chart presented in table 1;

(b) The Secretary-General and the Administrative and Finance Officer would enter on duty on 1 June 1995. The remaining Professional staff would enter on duty on 1 October 1995. The General Service staff would enter on duty as needed to support the Professional staff.

14. Initially, pending the adoption by the Authority of rules, regulations and procedures concerning the financial management and internal administration of the Authority, including staff regulations and rules, it is considered that the Secretary-General of the Authority would wish to apply provisionally the relevant rules, regulations and procedures of the United Nations. It is considered therefore that staff would be recruited and employed under the terms and conditions applicable to the United Nations with service limited to the Authority, and that staff would be remunerated according to the common system of the United Nations system of organizations, administered by the International Civil Service Commission. It is considered that staff at the Professional level and above would be recruited internationally to work at Kingston and staff at the General Service level would be recruited locally in Jamaica.

15. The above-mentioned staff would also constitute the core of the overall staffing required for the first functional phase, which would start in 1996.

16. Under the above considerations, the estimated cost of staffing until the end of 1995 would be:

Staff costs	$396 600

17. As regards other items of expenditure, having considered the estimates contained in document LOS/PCN/141, the Preparatory Commission decided to revise the estimates for the following items as shown below:

Other official travel	$10 000
Rental and maintenance of premises (includes utilities)	$170 900
Rental and maintenance of furniture and equipment	$14 900
Communications	$7 300
Official functions	$2 800
Supplies and materials	$7 700
Acquisition of furniture and equipment	$10 700
Public information	$50 000

18. As regards the following items, the Preparatory Commission decided to retain the estimates contained in document LOS/PCN/141:

Travel to attend meetings	$131 800
External printing and binding	$5 000
Local transportation	$23 800
Freight	$38 300

C. Estimates of administrative expenses of the Authority for the period from 16 November 1994 to 31 December 1995

19. In summary, the administrative expenses of the Authority for the period from 16 November 1994 to 31 December 1995 would be in the amount of $2,489,600, as summarized below:

			$
A.	Conference servicing		1 619 800
B.	Secretariat of the Authority		869 800
	Staff costs	396 600	
	Travel on official business	141 800	
	Contractual services	5 000	
	General operating expenses	258 000	
	Supplies and materials	7 700	
	Furniture and equipment	10 700	
	Public information	50 000	
	Total		2 489 600

III. POTENTIAL FOR ABSORPTION OF THE ADMINISTRATIVE EXPENSES OF THE AUTHORITY FOR THE PERIOD FROM 16 NOVEMBER 1994 TO 31 DECEMBER 1995 FROM THE APPROVED REGULAR BUDGET OF THE UNITED NATIONS FOR THE BIENNIUM 1994-1995

1. Conference servicing

20. The estimates of conference-servicing costs ($1,619,800) are based on the theoretical assumption that no part of the conference-servicing costs requirements would be met from within the permanent conference-servicing capacity under section 25E of the programme budget of the United Nations for the biennium 1994-1995, and that additional resources would be required for temporary assistance for meetings. The extent to which the Organization's permanent capacity needs to be supplemented by temporary assistance resources can be determined only in the light of the calendar of conferences for the biennium 1994-1995. As indicated in paragraph 25E.6 of the programme budget, however, the level of resources for temporary assistance for meetings in 1994 and 1995 was estimated on the basis of previous experience to accommodate not only meetings known at the time of the budget preparation but also meetings that would be authorized subsequently, provided that the number and distribution of meetings and conferences in the biennium 1994-1995 were consistent with the pattern of meetings in past years. On that basis, it is estimated that conference-servicing costs ($1,619,800) can be absorbed under section 25E of the programme budget for the biennium 1994-1995.

2. Secretariat of the Authority

21. Provision was made in the programme budget of the United Nations for the biennium 1994-1995 for activities at the Kingston Office for the Law of the Sea related to the Preparatory Commission for the International Seabed Authority and for the International Tribunal for the Law of the Sea. Although the Secretary-General of the Authority and the Administrative and Finance Officer would enter on duty on 1 June 1995, the Preparatory Commission decided that the Secretary-General of the Authority would take over the office premises, furniture and equipment, supplies and materials of the Kingston Office for the

Law of the Sea only on 1 October 1995. With regard to the period from 1 June 1995 to 30 September 1995, the Preparatory Commission requests the Secretary-General of the United Nations that the Kingston Office for the Law of the Sea be maintained and that practical arrangements be made between the Secretary-General of the Authority and the Secretary-General of the United Nations relating to the operation of that Office. In this connection, it is to be noted that, according to paragraph 13 of resolution I of the Third United Nations Conference on the Law of the Sea, the Preparatory Commission shall remain in existence until the conclusion of the first session of the Assembly of the Authority. The Preparatory Commission also agrees that while both the Professional (1 P-5, 1 P-3 and 2 P-2/1) and General Service (13 Local level) posts at Kingston would be abolished as of 30 September 1995, incumbent staff of that office would be employed by the Secretary-General of the Authority from 1 October 1995.

22. With the assumption that the need to operate the Kingston Office for the Law of the Sea would not arise after 30 September 1995, an amount of $776,000 appropriated under section 7 of the programme budget of the United Nations for the biennium 1994-1995 would no longer be required and would be surrendered. This amount breaks down as follows:

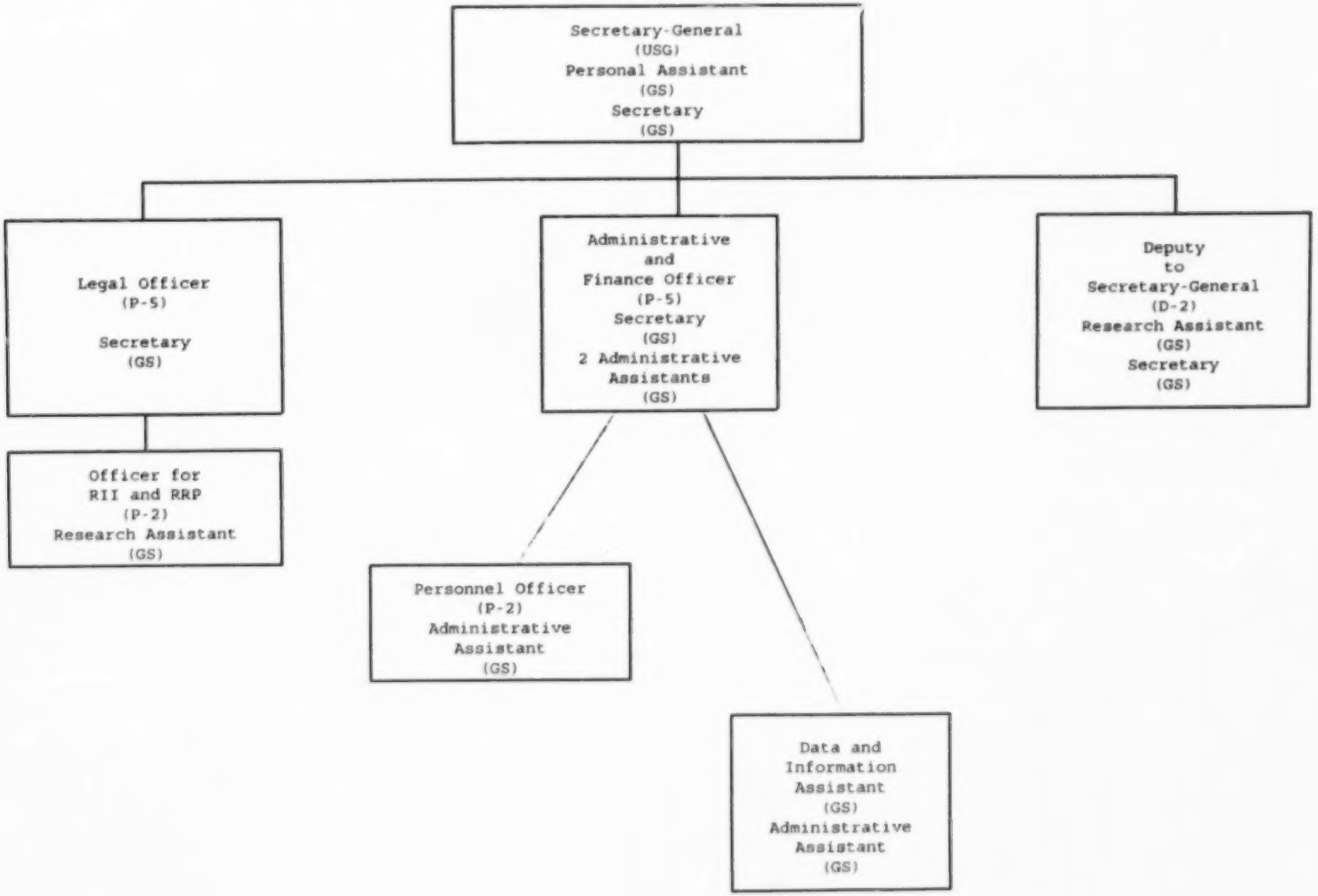
	$
Established posts	186 400 a/
Temporary assistance for meetings	4 900
Overtime	300
Common staff costs	106 300 a/
Travel of representatives	8 500
Travel of staff to meetings	136 700
Rental and maintenance of premises	183 900
Rental and maintenance of furniture and equipment	86 600
Local transportation	13 000
Communications	5 200
Official functions	3 000
Freight	12 800
Miscellaneous services	1 000
Supplies and materials	5 400
Acquisition of furniture and equipment	22 000
Total	776 000

a/ It is assumed that one P-3 post which is currently unencumbered would remain so until 30 September 1995.

IV. INDICATION OF ADDITIONAL REQUIREMENTS TO MEET THE ADMINISTRATIVE EXPENSES OF THE AUTHORITY FOR THE PERIOD FROM 16 NOVEMBER 1994 TO 31 DECEMBER 1995

23. On the basis of the specifications described above, the estimated amount of $869,800 required for the costs of the Secretariat of the Authority would be offset by a reduction in the amount of $776,000 under section 7 of the programme budget of the United Nations for the biennium 1994-1995, leaving a net additional requirement of $93,800.

Table 1. Organizational chart of the Secretariat of the Authority during the period June-December 1995



/...

Table 2. Proposed deployment of projected personnel
(June-December 1995)

Category/Level	Months						
	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Professional category and above							
USG	1	1	1	1	1	1	1
D-2					1	1	1
P-5	1	1	1	1	2	2	2
P-2					2	2	2
Subtotal	2	2	2	2	6	6	6
Other categories							
Local level	4	4	4	4	17	17	17
Grand total	6	6	6	6	23	23	23